

CURRENT EMPLOYMENT OPPORTUNITIES:

Job Title: LABORER I

Job Code: 1909

Pay Grade: 7

Full-Time: ☒

Part-Time: ☐

Temporary: ☐

Seasonal: ☐

Other: ☐

Department: RECREATION / PARKS DIVISION

Salary: \$21,691.59 / Annual

Hourly Rate: \$10.43 Per Hour

Days/Times: 7 AM TO 4 PM

Closing Date: OPEN UNTIL FILLED

Special Notes: THIS POSITION WILL NOT BE FILLED UNTIL JULY 1, 2015

Application Information:

Interested and QUALIFIED persons should complete a City of Carrollton Employment Application at Carrollton City Hall, 315 Bradley Street, 1st Floor, Carrollton, GA 30117 - (770) 830-2000.

Department Contact Name: Kent Johnston, Superintendent

Contact Number & Email: (770) 834-8522 / kjohnston@carrollton-ga.gov

**** Please note that successful candidates for employment must pass a background check and drug screening prior to employment.***

SPECIAL ADDITIONAL REQUIREMENTS:

Must possess a valid Driver's License; Experience operating a variety of landscaping/grounds maintenance equipment including, *but not limited to*, zero-turn lawnmowers; power trimmers, sprayers, weed eaters, etc.; or any combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this position. Supervisory skills are a plus.

GENERAL STATEMENT OF JOB:

Under general supervision, this job is responsible for performing general maintenance functions for the department. Duties include performing manual work and general maintenance of ball fields, parks, play grounds, and facilities. Reports to the Superintendent of Facilities.

SPECIFIC DUTIES AND RESPONSIBILITIES / ESSENTIAL JOB FUNCTIONS:

Performs general maintenance work for the department which includes maintaining ball fields, parks, play grounds, and facilities.

Maintains ball fields, parks, and play grounds by utilizing equipment such as a mower to prepare and maintain grounds, spraying fertilizer and pesticides, and by watering fields as necessary.

Maintains facilities by performing general maintenance and making repairs as needed.

Performs required maintenance work such as laying pipe, pouring and finishing concrete for department projects.

Sets up facilities for use by coordinating activities with immediate supervisor and by ensuring that equipment and supplies are provided for events and programs.

Maintains grounds, plants and shrubbery by using hand tools and equipment to cut, trim and fertilize grounds.

Waters down baseball and softball fields during the summer in order to ensure effective use of such.

ADDITIONAL JOB FUNCTIONS:

Performs other related duties as required.

MINIMUM TRAINING AND QUALIFICATIONS:

Junior High school diploma; with some experience in performing manual labor and operating grounds maintenance machinery and equipment; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this position. Must possess a valid Driver's License.

**(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED
TO PERFORM ESSENTIAL JOB FUNCTIONS**

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of machines, tools, and light equipment, such as a pick-up truck, small hand tools, mower, weed eater, grounds maintenance tools, carpentry tools, etc. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to twenty pounds of force occasionally, and/or up to ten pounds of force frequently. Physical demand requirements are at levels of those for active work. Must be able to lift and/or carry weight of twenty to forty pounds.

DATA CONCEPTION: Requires the ability to compare and or judge the readily observable functional and structural characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

INTERPERSONAL COMMUNICATION: Requires the ability of speaking and/or signaling people to convey or exchange technical information. Includes giving directions to co-workers and vendors.

LANGUAGE ABILITY: Requires ability to read a variety of informational documentation, directions, instructions, and methods and procedures.

INTELLIGENCE: Requires the ability to learn and understand basic principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to the position of Laborer I.

VERBAL APTITUDE: Requires the ability to record and deliver information to supervisors and elected officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines and objectives.

NUMERICAL APTITUDE: Requires the ability to utilize mathematical formulas; add and subtract totals; and multiply and divide.

FORM/SPATIAL APTITUDE: Requires the ability to inspect items for proper length, width, and shape, visually with light and grounds maintenance equipment.

MOTOR COORDINATION: Requires the ability to coordinate hands and eyes in using light and grounds maintenance equipment.

MANUAL DEXTERITY: Requires the ability to handle a variety of items, light and grounds maintenance equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have minimal levels of eye/hand/foot coordination.

COLOR DISCRIMINATION: May require the ability to differentiate colors and shades of color.

INTERPERSONAL TEMPERAMENT: Requires the ability to deal with people (i.e. staff, supervisors, general public, and elected officials) beyond giving and receiving instructions such as in interpreting departmental directives, rules and regulations and work assignments. Must be adaptable to performing under minimal stress when confronted with an emergency.

PHYSICAL COMMUNICATION: Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words). (Hearing - perceiving nature of sounds by ear).

PERFORMANCE INDICATORS

Knowledge of Job: Has general knowledge of the policies, procedures, and activities of the City and the Parks and Recreation Department practices as they pertain to the performance of duties relating to the position of Laborer I. Has general knowledge of grounds and facilities maintenance relating to light equipment and buildings as necessary in the completion of daily responsibilities. Knows how to keep abreast of any changes in methods, equipment needs, etc. as they pertain to departmental operations and activities. Is able to effectively communicate and interact with supervisors, and all other groups involved in the activities of the department. Is able to assemble information and make written reports and documents in a concise, clear and effective manner. Is able to use independent judgment as situations warrant. Has the ability to comprehend, interpret, and apply regulations, procedures, and related information. Has comprehensive knowledge of the terminology, principles, and methods utilized within the department. Is skilled in operating light and grounds maintenance equipment and hand tools.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interacts with all departments and divisions, co-workers and the general public.

Quantity of Work: Performs described "Essential Functions" and related assignments efficiently and effectively in order to produce quantity of work which consistently meets standards and expectations of the organization.

Dependability: Assumes responsibility for doing assigned work and for meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, policy, standards and prescribed procedures. Remains accountable to assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends and remains at work regularly and adheres to policies and procedures regarding absences and tardiness. Provides adequate notice to supervisors with respect to vacation time and time-off requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for the completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice where appropriate and researches problems, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with City and/or department policies or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between staff persons and departments within the City.

Relationships with Others: Shares knowledge with managers, supervisors and staff for mutual and departmental benefit. Contributes to maintaining high morale among all department employees. Develops and maintains cooperative and courteous relationships with department staff, employees and managers in other departments, representatives from organizations, and the public so as to maintain good will toward the department and to project a good department image. Tactfully and effectively handles requests, suggestions and complaints from other departments and persons in order to maintain good will within the department. Emphasizes the importance of maintaining a positive image within the department. Interacts effectively with Superintendent of Facilities, department heads, staff, elected officials, and the general public.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of work assignments and establishes a personal schedule accordingly. Attends required meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules.

Safety and Housekeeping: Adheres to all safety and housekeeping standards established by the department and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.